

MEMO FOR DCI

26 Sep 80

From: Gary

OK 1. [ ] will be our guest speaker on 14 Oct, your first day of "leave." STAT  
Do you want him to make an office call before his speech and will you introduce him in the auditorium?

☒ O/C

☒ I will introduce him

Ask DDCI to do it

STAT

OK 3. You had noted on your schedule that you wanted free time Tuesday morning at the EOB, before the NFIB Meeting. I scheduled a meeting for you with [ ] at 0930 on that day to discuss budget issues. Shall I reschedule it?

STAT

STAT

☐ Resched [ ] meet STAT

☒ I will meet w/ [ ] STAT  
as scheduled

OK 4. Phil Odeen will be out of town next Wed & Thurs. Shall I try and set up a match with someone else?

*N/d*